

Kerala Gazette No. 26 dated 28th June 2011.

**PART I B**

**KERALA PUBLIC SERVICE COMMISSION**

**NOTIFICATION**

No. DE III (2)2117/2011/EW.

*3rd June 2011.*

**KERALA CRIMINAL JUDICIAL TEST MAY 2011**

In pursuance of the Government Order G.O. (Ms.) No. 229 dated 24-2-1959 and G.O. (P) No. 501/65/RD dated 2-6-1965 as amended by G.O. (P) No. 1125/74/RD dated 11-11-1974 it is hereby notified that the Kerala Criminal Judicial Test mentioned in Annexure-1 to this notification will be held at the following centres:

1. Thiruvananthapuram
  2. Kollam
  3. Pathanamthitta
  4. Alappuzha
  5. Kottayam
  6. Idukki
  7. Ernakulam
  8. Thrissur
  9. Palakkad
  10. Malappuram
  11. Kozhikode
  12. Wayanad
  13. Kannur
  14. Kasaragod
  15. Kavarathy Island
2. This test is open to Service candidates only.
  3. Candidates must send their applications in the form prescribed in Annexure-III to this notification direct to the Joint Secretary (Departmental Test), Public Service Commission, Pattom, Thiruvananthapuram, Pin-695 004. The applications should reach this office on or before 5 p.m on 3-8-2011. In the case of candidates from Lakshadweep Islands, the last date for receipt of applications will be upto 5 p.m. on 15-8-2011. Applications, which are not in the prescribed form, will be rejected.
  4. (i) The prescribed fee (Vide-Annexure-I) must be paid into a Government Treasury under the Head of Account "0051 PSC 105 State P S C 99 Examination Fee" and the Chalan receipt in original attached to the application. On no account will the fee be received in cash in the Office of the Public Service Commission. But in the case of candidates residing outside the State crossed Postal Orders for the prescribed fee (payable to the Secretary, Public Service Commission, Thiruvananthapuram -4) will be accepted. Candidates may note that under no circumstances will the Commission accept duplicate or triplicate chalan receipts or interim receipts or certificates of remittance instead of the original chalan receipts.
  - (ii) Where the test is prescribed as part of the probation or training of an officer (whether recruited direct or by transfer) or for the purpose of making him eligible for increment or for confirmation in any post or for promotion to higher post or where it is prescribed as a qualification necessary for an officer to continue in his post without penalty and where it has been newly imposed on persons already in the Service concerned, no fee will be levied. This concession will however, be limited to one chance for the test, irrespective of the number of papers or parts of the test applied for and from the second chance onwards fee will be levied. Provided that for the purpose of the concession mentioned above the mere fact of having applied for the test in full or in parts will be taken to mean that the candidate has appeared for the whole test and that appearance for any paper of the test will also be treated as an appearance for the full test.

- (iii) Candidates should see that a certificate from the Head of Department or Office to the effect that the entries in the application form are correct and where no fee is paid that the candidate is eligible for exemption from payment of fee is furnished in the application form.
- (iv) Details regarding the duration of each paper the maximum marks, the minimum marks required for a pass etc. are given in Annexure-II.
5. Late applications will not be admitted. To avoid delay, candidates are directed to send the applications direct to this office after obtaining the counter signature of the Head of the Department or Office.
6. To ensure that the applications reach the Office of the Commission in time, candidates are advised to send their applications sufficiently in advance of the last date prescribed. Those who anticipate delay in getting their applications countersigned by the Head of Office may, if they so desire submit advance copies of their applications with postal orders or chalan receipts enclosed as the case may be. In such cases the original applications duly countersigned by the Head of the Office should reach this office within a fortnight after the last date prescribed for the receipt of applications, failing which the applications will be rejected.
7. The fee paid by the candidates will not be refunded or adjusted towards a future examination. Candidates are therefore warned to satisfy themselves before sending their applications that they are in the form prescribed and that the particulars furnished in the form are complete and correct. Every application should be sent in a separate cover with the superscription. "Application for admission to Kerala Criminal Judicial Test May 2011". The name and address of the applicant should be noted at the bottom of the left hand corner of the cover.
8. No form of acknowledgement other than that prescribed under postal rules will be given regarding the receipt of the application in the Commission's Office nor will any notice be taken of any enquiry from candidates regarding the receipt of their applications.
9. Candidates should fill up the particulars required in the form of application correctly and legibly. Candidates should state the part or parts in which they desire to be examined. Applications, which are irregular or defective in any respect, will be rejected.
10. Requests from candidates for permission to sit for parts or subjects of the test not mentioned in the application will not be considered.
11. Candidates should select one of the centres of examination given in Para I above but it should be the place where the candidate is employed and if the place of employment is not a Centre for the Examination the nearest Centre should be chosen.
12. A candidate who submits an application for admission to the Examination will be deemed to have given an undertaking that he will abide by all the rules now in force and all the rules, which may hereafter be brought into force in respect of the Examination.
13. Any candidate who does not behave properly towards the Chief Superintendent and Assistant Superintendents of the Examination or is found to have had recourse to malpractice of any kind will have his examination invalidated. He is also liable to be debarred from appearing for any of the examination conducted by the Public Service Commission for such period as the Commission may decide. Besides the matter will be reported to the Head of the Department and the Director of Vigilance Department for further action. The same penalty will be imposed on any candidate who attempts to canvass or to bring influence to bear on an Examiner or a Member of Commission or their staff in connection with the examination or on whose behalf such attempts is made by any relative, friend, patron, official or other person.
14. Any communication intended for the Commission should be addressed only to the Joint Secretary (Departmental Tests), Public Service Commission, Pattom, Thiruvananthapuram -4 and should be accompanied by a self addressed stamped envelope if a reply is sought from the Commission in the matter.
15. The timetable for the examinations and further instructions to candidates will be posted on the official website of the Kerala Public Service Commission.
16. Applications with the following defects will also be rejected.
  - (a) Application not having any proof for remittance of prescribed fee.
  - (b) Photograph of the applicant not affixed on the application/Admission Ticket.
  - (c) Photograph not clear/stamp sized
  - (d) Photograph not attested by Head of Office/Department.

- (e) Designation Seal not affixed on the photograph.
- (f) Name of the attesting authority not mentioned.
- (g) Subject specifications in the application not clear.
- (h) Designation of the applicant not specified.
- (i) Office Seal of the attesting authority not affixed.
- (j) Certificate portion in Admission Ticket not attested.
- (k) Applicant claimed for free chance, but not duly certified by the Head of Office concerned.
- (l) Applicant not eligible for exemption from remitting exam fee, but applied for free chance.
- (m) Applicants already availed free chance apply for free chance again for a part of the test.
- (n) Application with insufficient fee.
- (o) Applications not signed by the candidate.
- (p) Application received after the last date fixed for the receipt of applications.
- (q) Application not in the prescribed form.

Office of the Kerala Public Service Commission,  
Thiruvananthapuram.

(Sd.)  
Secretary.

#### ANNEXURE-I

The details regarding the Part or Parts of Papers of the test and the fee payable for each Part or Paper are the following

- |  |   |  |
|--|---|--|
| 1. Kerala Criminal Judicial Test-Part I (Fee ₹ 100)  | : | Paper I—Indian Penal Code—General Principles (Without Books)<br>Paper II—Indian Penal Code—Detailed Application (With Books)   |
| 2. Kerala Criminal Judicial Test-Part II (Fee ₹ 100)   | : | Paper I—Code of Criminal Procedure, 1973 (Act 2 of 1974)—General Principles (Without Books)<br>Paper II—Code of Criminal Procedure, 1973 (Act 2 of 1974)—Detailed Application (With Books) |
| 3. Kerala Criminal Judicial Test-Part III (Fee ₹ 100)  | : | Paper I—Medical Jurisprudence (With Books)<br>Paper II—Indian Evidence Act (With Books)  |
| 4. Medical Jurisprudence as prescribed under Kerala Criminal Judicial Test—Part III (Fee ₹ 50) (Separate Test) | : | Same as item No.1 under Part III of Kerala Criminal Judicial Test..  |
| 5. Indian Evidence Act, as prescribed under Kerala Criminal Judicial Test—Part III (Fee ₹ 50) (Separate Test)  | : | Same as item No.2 under Part III of Kerala Criminal Judicial Test.   |

*Note:*—1. Only Graduates in Law are eligible for admission to item No. (4) above.

2. In the case of Indian Penal Code, Criminal Procedure Code and Indian Evidence Act, candidates are allowed to use only the Bare Acts wherever the Examination is “With Books”. In the case of Medical Jurisprudence candidates are allowed to use only J. P. Modi’s Medical Jurisprudence and Toxicology for India. No textbooks on the subject other than those mentioned above or other books containing notes or commentaries and guides, digests, summaries etc. will be allowed for reference in the examination.

## ANNEXURE-II

The duration of each paper, the maximum marks and the minimum required for a pass are as follows:-

## PART I

			<i>Marks</i>	<i>Maximum Marks</i>
1.	Indian Penal Code	— General Principles (Without books) (Three hours)	60	120
2.	Indian Penal Code	— Detailed Application (With books) (Two hours)	60	

## PART II

3.	Code of Criminal Procedure, 1973 (Act 2 of 1974)	— General Principles (Without books) (Three hours)	60	120
4.	Code of Criminal Procedure, 1973 (Act 2 of 1974)	— Detailed Application (With books) (Two hours)	60	

## PART III

5.	Medical Jurisprudence (with books) (Three hours)	}	100	220
6.	Indian Evidence Act (with books) (Three hours)		120	
7.	Medical Jurisprudence (with books) (Separate test) (Three hours)		100	220
8.	Indian Evidence Act (with books) (Separate test) (Three hours)		120	

*Note.*—For a pass in the “Kerala Criminal Judicial Test” Part I, II and III, candidates should obtain 33% of the marks in each paper and 40% for each part. For a pass in “Medical Jurisprudence” and Indian Evidence Act, separate test mentioned as 7 and 8 above, respectively, candidates should obtain 40% for each paper.

Candidates should obtain separate minimum marks for each paper and aggregate minimum marks for each part simultaneously at a time and pass in each individual paper in one part at different examinations / sitting will not be considered.

## ANNEXURE III

## KERALA PUBLIC SERVICE COMMISSION

## APPLICATION FOR ADMISSION TO DEPARTMENTAL TEST (SPECIAL TEST)

(KERALA CRIMINAL JUDICIAL TEST- MAY 2011)

Here affix a recent passport size photograph of the candidate attested by head of office/ Department, Name, Designation and Signature of Head of Office/Department with Office seal.

1. District Chosen :
2. Name of the candidate (in Block letters) :
3. Address to which communications are to be sent :
4. Name of the post now held and office in which the candidate is working :
5. Qualifications :
6. Name of the part/parts & paper/papers applied for :
7. (a) Name of the part/parts & paper/papers already passed by the candidate showing the full details thereof (Reg. No. Year/Chance etc.) :
- (b) Specify Reg. Nos. of previous attempt if any :
8. Number of chances already availed of by the Candidate :
9. Specify the period of training undergone by the candidate, if any :
10. Amount of fee remitted and the mode of remittance (No. and the date of chalan and amount) :
11. If exempted from payment of fee, how exempted give details :
12. Whether the candidate has already availed of free chance for the test :
13. No. and date of Government Order granting the additional chances for the candidate in case he/she has already availed himself/herself of three chances (Do not fill up if not applicable) :

## DECLARATION

I declare that the particulars furnished above are correct.

Place :

Date :

*Signature of the candidate.*

# CERTIFICATE

1. Certified that the entries in the application form are correct and that the candidate is eligible to appear for this test as per the concerned Government Orders.
2. Certified (where no fee is paid) that the candidate is eligible for exemption from payment of fee as per G.O.(MS) No. 336/68/PD dated 6-11-1968 as modified by G.O. (MS) No. 26/76/PD dated 25-1-1976 that this is the first free chance availed of by the candidate.
3. Certified that necessary entries have been made in the Service Book of the candidate as required in G.O.(MS) 367/69/PD dated 15-12-1969.
4. Certified that the applicant has undergone the required training and is eligible to appear for the test and that the particulars furnished in this application are correct.

Station:  
Date:

Name, Designation & Signature of the  
Head of the Department/Office.

(Office Seal)

- Note* :—1. The entries in each column should be legible and complete  
(Applications which are defective in any respect are liable to be rejected)
2. Certificates 2 and 3 may be scored off if fee is remitted.
  3. A candidate should not send more than one application.
  4. Application not in the prescribed forms will be summarily rejected.
  5. Certificate 4 is applicable to Divisional Accountants only. It may be scored off in case of other tests.

## KERALA PUBLIC SERVICE COMMISSION

## Departmental Test (Special Test)

## KERALA CRIMINAL JUDICIAL TEST—MAY 2011.

## ADMISSION TICKET

Admission Ticket  
Number

Here affix a recent passport size photograph of the candidate attested by head of office/ Department Name, Designation and Signature of Head of Office/ Department with Office seal.

Name of Centre.....  
(To be filled up by the office)

1. Name of the candidate :
2. Address to which communication are to be sent :
3. Name of Test/Paper (To be filled up by the Candidate) :  
(same as entered in Col. 5 of the application)

*Signature of the candidate.*

The candidate whose photograph and signature given above are identified by me.

Station :  
Date :

Signature, Name & Designation  
of the Head of Office/Department  
(see instruction overleaf)

(Office Seal)

## For Office use only

Date of issue.....

Issuing Assistant.....

Secretary,  
Kerala Public Service Commission.

(Office Seal)

- N. B:—*(i) The candidate should write his/her name and postal address in the space provided for the purpose overleaf (same as entered in Col. 3 of the application).
- (ii) Recent Passport Size Photograph of the candidate is to be affixed in the space provided on the top of the Admission Ticket and should be attested by the Head of Office.
- (iii) Head of Office means the Drawing and Disbursing Officer or any other Superior Officer.

## INSTRUCTIONS TO CANDIDATES

1. The examination will be held in accordance with the timetable, which will be published in Part IB of the Kerala Gazette. The time-table will also be available for reference in the Office of the K.P.S.C., Thiruvananthapuram, all District Offices of the K.P.S.C., all District Collectorates, all Taluk Offices, all District Information Offices and all Centres of the Departmental Tests. The time-table will not be issued to the candidates individually. *The candidates will sign against his/her name in the list of candidates at the time of the examination, failure on which will result in the invalidation of his/her answer scripts.*
2. *Candidates will not be admitted to the examination unless they present to the Chief Superintendents with their Admission Tickets (with their recent passport size photograph affixed on the space provided) and duly identified by the Head of the Office or Institution where they are working.* The candidates are advised to arrive at the examination centre half an hour before the commencement of the examination to facilitate verification of the admission tickets and identification certificates by the Chief Superintendent concerned. They should bring the admission tickets with them on each day of the examination. (Admission ticket is a valuable document and is to be preserved by the candidates for production before this office for the issue of pass certificate of Departmental Tests).
3. *The Admission Ticket Number, name of examination and subject only should be entered on the facing sheet of the answer books in spaces provided for the purpose. Candidates are prohibited from writing their name, Admission Ticket Numbers or anything else intended to give a clue to their identity on any other part of the answer book. The answer books of candidates who fail to write their Admission Ticket Numbers or who do not write their Admission Tickets Numbers distinctly and correctly or who write the Admission Ticket Number on any part of the books, Additional sheet etc., other than the facing sheet where space is provided for the purpose are liable to be invalidated.* It is the responsibility of the candidates to see by referring to the heading of the question paper that they get the question paper meant for the test for which they have applied.
4. The answer scripts written in any ink other than black, blue or blue black will be invalidated.
5. Candidates are prohibited from communication with copying from each other and from communicating with any person outside the examination hall.
6. Candidates are not permitted to use calculator, mobile phones and other electronic gadgets inside the examination hall.
7. No candidate will be admitted to the examination who arrives more than half an hour after the commencement of the examination in the case of papers of two hours or more or duration of 15 minutes in the case of all other papers. No candidates will be allowed to quit the hall before the expiry of at least half an hour from the commencement of the examination and only after he has handed over his answer book to the Chief/ Assistant Superintendent.
8. The signature of the candidate on the 1st page of the applications is mandatory and application of those who fail to sign there will be rejected on non-appealable grounds.
9. The non surrender of the answer script to the invigilator, or leaving the Hall before the closing time without his/her permission will entail disciplinary action against the candidates concerned which may result in debarment for further appearance for any test conducted by the Kerala Public Service Commission.

**Warning:—**Any candidate resorting to malpractice in the examination hall will be sent out of the hall forthwith and his conduct will be reported by the Chief Superintendent to the Public Service Commission in such cases, the Commission may invalidate the answer scripts of the candidates and debar them from appearing for the tests and in the case of candidates in service the matter may also be reported to the Heads of Department and the Director of Vigilance Department for further action.

**Note:—**This admission ticket should be kept for being produced at the time of issue of Certificates.

**On I. G. S.**

KERALA PUBLIC SERVICE COMMISSION

To .....  
 .....  
 .....  
 Candidates's name and address  
 (To be filled up by the candidate)



## KERALA PUBLIC SERVICE COMMISSION

### NOTIFICATION

No. DE III (2) 5545/2011/EW.

3rd June 2011.

### DEPARTMENTAL TEST (SPECIAL TEST) FOR LEGAL ASSISTANTS JUNE 2011

1. Applications are invited from Legal Assistants in the Law Department and other Departments/Institutions (who have not passed the Bar Council Examinations) and also from candidates belonging to other Departments/Institutions for whom this test has been made obligatory and Confidential Assistants including Office Superintendents and Typists including Office Superintendents of Law Department who possess the requisite Law Qualification for Admission to the Departmental Tests for Legal Assistants prescribed in G. O. (Ms.) 158/Public (Special Department), dated 6-5-1964 as modified by G. O. (Ms.) No. 39/75/PD dated 26-2-1975 and G. O. (Ms.) No. 27/2/GAD dated 16-1-2002.

*Note:—*The Legal Assistants Grade-I and Confidential Assistants (including Office Superintendents) and Typist (including Office Superintendents) of the Law Department who possess LL.B Degree of any University in which the subjects for LL.B Examination cover the syllabus prescribed for I & II Papers under Part I of the Departmental Test will be exempted from passing Papers I & II under Part I of the Departmental Test for appointment as Sections Officer, Law Department [vide (1) G. O. (Ms.) No. 157/77/GAD. dated 31-5-1977, (2) G. O. (Ms.) No. 505/80/GAD dated 28-10-1980.]

2. The Examination will be held according to the syllabus given in Annexure A. The exact date and venue of the test will be notified in due course.

3. Test will be open to (1) All Legal Assistants (Irrespective of Grades) who have not passed the Bar Council Examination. (2) Persons already appointed as Superintendents in Law Department and holding the post by virtue of the temporary exemption granted to them from passing the Bar Council Examination and (3) The Confidential Assistants including Office Superintendents and Typists including Office Superintendents of the Law Department who possess the requisite Law Qualification (4) Candidates belonging to other Departments/Institutions for whom this test has been made obligatory.

4. The test can be passed part-by-part or paper-by-paper.

5. Those who have already passed any part or paper of the Old Bar Council Examination will be treated as exempted from passing the corresponding part or paper of the test.

6. The prescribed fee for admission is ₹ 200 for the whole test (4 papers) ₹ 100 for each part (2 papers) and ₹ 50 for each paper.

*Note:—* (1) Where a test is prescribed as part of the probation or training of an officer whether recruited direct or by transfer or for the purpose of making him eligible for increment or for confirmation in any post, or for promotion to a higher post, or where it is prescribed as a qualification necessary for an Officer to continue in his post without penalty, or where it has been newly imposed on persons already in the service concerned no fee will be levied. This concession will however, be limited to one chance for each test and from the second chance onwards fees will be levied as prescribed, subject to the following proviso:

“For the above purpose the mere fact of having applied for a test in full or in part or in papers will be taken to mean that the candidates have appeared for the whole test and that appearance for any part or paper of the test will also be treated as appearance for the full test”.

(2) The Heads of Departments and Offices will furnish in the application forms a certificate to the effect that the entries in the application forms are correct and where no fee is paid, that the candidate is eligible for exemption from payment of fee in accordance with the provisions of G. O. (Ms.) No. 336/68/PD dated 6-11-1968 and G. O. (Ms.) No. 26/76/PD dated 25-1-1976.

(3) The certificates at the bottom of the forms under Annexure B should be signed by the Head of the Departments or Office where the candidate is serving. Applications which are not in the prescribed form or defective in any respect will be rejected.

7. The prescribed fee must be paid either into a State Government Treasury under the Head of Account “0051-PSC-(105) State PSC (99) Examination Fee”. The chalan receipt in original is to be attached with the application in the former case. Duplicate or triplicate receipt or interim receipts or certificates of remittance will not be accepted. In the case of candidates residing outside the State crossed Postal Orders for the prescribed fee (Payable to the Secretary, Kerala Public Service Commission, Thiruvananthapuram) will also be accepted.

8. The fee paid by a candidate will not be refunded or adjusted towards a future examination on any account. Candidates are therefore warned that they should satisfy themselves before sending their applications that the applications are in the forms prescribed and that the particulars required in the forms are given fully and correctly.

9. Applications and Admission Ticket should be printed on both sides of A4 size paper as prescribed in Annexure B to this Notification. It should be addressed to the Joint Secretary (Departmental Tests), Kerala Public Service Commission, Pattom, Thiruvananthapuram– 695 004 with the superscription “Application for Admission to the Departmental Tests for Legal Assistants-June 2011” and should be sent so as to reach this office before 5 p.m. on 3-8-2011. In the case of candidates from Lakshadweep Islands the last date for receipt of application is upto 15-8-2011.

The name and address of the applicant should be stated at the bottom left hand corner of the envelope.

Applications received after the date and time specified above will not be admitted. Applications addressed to the Chairman or Members of the Commission or to the Secretary by name also will not be accepted.

10. Candidates who anticipate delay in getting their applications countersigned, may, if they so desire submit advance copies of their applications with the original chalan receipt. The original applications duly countersigned should be sent so as to reach this office within a fortnight after the last date prescribed in Paragraph 9 above.

11. No notice will be taken of requests from candidates for permission to change the part or paper already specified in the application.

12. No form of acknowledgement other than that required by the postal rules regarding registered covers will be given about the receipt of applications in the Office of the Commission or will any notice be taken of letter from candidates enquiring about the receipt of applications.

13. A candidate who applies for admission to the test will abide by all the rules now in force and which may thereafter be brought into force in respect of the test.

14. Any candidate who does not behave properly towards the Chief/Assistant Superintendents of the Test, if found to have any recourse to malpractice of any kind, will have his/her examinations invalidated and his/her case will be reported to the Head of Department and to the Director of Vigilance Department for disciplinary action. The same penalty will be imposed on any candidates who attempts to canvass or to bring influence to bear on an Examiner or a Member of the Commission or their staff in connection with the test or on whose behalf such attempt is made by any relative, friend, patron, official or other person.

15. All communications intended for the Commission must be in writing and addressed only to the Joint Secretary (Departmental Tests), Kerala Public Service Commission, Pattom, Thiruvananthapuram–4.

**16. Applications with the following defects will also be rejected**

- (a) Application not having any proof for remittance of prescribed fee.
- (b) Photograph of the applicant not affixed on the application/Admission Ticket.
- (c) Photograph not clear.
- (d) Photograph not attested by Head of Office/Department
- (e) Designation Seal not affixed on the photograph.
- (f) Name of the attesting authority not mentioned.
- (g) Subject specifications in the application not clear.
- (h) Designation of the applicant not specified.
- (i) Office Seal of the attesting authority not affixed.

- (j) Certificate portion in Application and Admission Ticket not attested.
- (k) Applicant claimed for free chance, but not duly certified by the Head of Office concerned.
- (l) Applicant not eligible for exemption from remitting exam fee, but applied for free chance.
- (m) Applicants already availed free chance apply for free chance again for a part of the test.
- (n) Application with insufficient fee.
- (o) Applications not signed by candidates.
- (p) Application received after the last date fixed for receipt of application.
- (q) Applications not in the form prescribed.

17. The timetable and further instructions regarding the test will be published in due course.

Kerala Public Service Commission,  
Thiruvananthapuram.

P. C. BINOY,  
*Secretary.*

#### ANNEXURE — A

### **SYLLABUS FOR THE DEPARTMENTAL TEST FOR LEGAL ASSISTANTS**

#### PART I

I Paper — Code of Civil Procedure and Civil Rules of Practice.

II Paper — Code of Criminal Procedure, 1973 (Central Act 2 of 1974) and Criminal Rules of Practice.

#### PART II

I Paper — The Kerala Stamp Act, 1959.

The Kerala Court Fee and Suits Valuation Act, 1960

II Paper — The Indian Limitation Act, 1963.

The Kerala Civil Courts Act, 1957

The Kerala High Courts Act, 1959 and the Small Cause Courts Act (Act VII of 1957).

Time and marks: — Each paper will be of three hours duration. The total marks for each paper is 100 and the minimum required for a pass is 40.

## ANNEXURE—B

## KERALA PUBLIC SERVICE COMMISSION

## APPLICATION FOR ADMISSION TO DEPARTMENTAL TEST (SPECIAL TEST)

(LEGAL ASSISTANT TEST JUNE 2011)

Here affix a recent passport size photograph of the candidate attested by head of office. Name, Designation and Signature of Head of Office/Dept. with Office seal.

1. Name of the candidate (in Block letters) :
2. Address to which communications are to be sent :
3. Name of the post now held and office in which the candidate is working :
4. Qualifications :
5. Name of the part/parts & paper/papers applied for :
6. (a) Name of the Part/Parts & paper/papers already passed by the candidate showing the full details thereof (Reg. No., Year/Chance etc.) :  
(b) Specify Reg. Nos. of previous attempt if any :
7. Number of chances already availed of by the Candidate :
8. Specify the period of training undergone by the candidate, if any :
9. Amount of fee remitted and the mode of Remittance (No. and the date of chalan and amount) : ₹..... Chalan No.....  
Date.....
10. If exempted from payment of fee, how exempted. Give Details :
11. Whether the candidate has already availed of Free chance for the test :
12. No. and Date of Government Order granting the additional chances for the candidate in case he/she has already availed himself/herself of three chances (Do not fill up if not applicable) :

## DECLARATION

I declare that the particulars furnished above are correct.

Place:

Date :

*Signature of the candidate.*

## CERTIFICATE

1. Certified that the entries in the application form are correct and that the candidate is eligible to appear for this test as per the concerned Government Orders.
2. Certified (where no fee is paid) that the candidate is eligible for exemption from payment of fee as per G. O. (Ms.) No. 336/68/PD dated 6-11-1968 as modified by G. O. (Ms.) No. 26/76/PD dated 25-1-1976 that this is the first free chance availed of by the candidate.
3. Certified that necessary entries have been made in the Service Book of the candidate as required in G. O. (Ms.) 367/69/PD dated 15-12-1969.
4. Certified that the applicant has undergone the required training and is eligible to appear for the test and that the particulars furnished in this application are correct.

Station:

Date:

Name, Designation & Signature of the  
Head of Office/Department

(Office Seal)

- Note :—*1. The entries in each column should be legible and complete  
(Applications which are defective in any respect are liable to be rejected)
2. Certificates 2 and 3 may be scored off if fee is remitted.
  3. A candidate should not send more than one application
  4. Application not in the prescribed forms will be summarily rejected.
  5. Certificate 4 is applicable to Divisional Accountants only. It may be scored off in case of other tests.

**KERALA PUBLIC SERVICE COMMISSION**

DEPARTMENTAL TEST (SPECIAL TEST) FOR LEGAL ASSISTANTS JUNE 2011

**ADMISSION TICKET**Admission Ticket  
Number
Name of Centre.....  
(To be filled up by the office)

Here affix a recent  
passport size  
photograph of the  
candidate attested  
by head of office.  
Name, Designation  
and Signature of  
Head of Office/Dept.  
with Office Seal.

1. Name of the candidate :
2. Address to which communication are to be sent :
3. Name of Test/Paper (To be filled up by the  
Candidate)  
(same as entered in Col. 5 of the application) :

*Signature of the candidate*

The candidate whose photograph and signature given above are identified by me.

Station :

Date :

Signature, Name & Designation  
of the Head of Office with Office Seal  
(see instruction overleaf)

(Office Seal)

**For Office use only**

Date of issue.....

Issuing Assistant.....

Secretary,  
Kerala Public Service Commission.

(Office Seal)

- N.B:-* (i) The candidate should write his/her name and postal address in the space provided for the purpose overleaf (same as entered in Col. 2 of the application).
- (ii) Recent Passport Size Photograph of the candidate is to be affixed in the space provided on the top of the Admission Ticket and should be attested by the Head of Office.
- (iii) Head of Office means the Drawing and disbursing Officer or his/her Gazetted Superior Officer.

## INSTRUCTIONS TO CANDIDATES

1. The examination will be held in accordance with the time-table, which will be published in Part IB of the Kerala Gazette. The time-table will also be available for reference in the Office of the K.P.S.C., Thiruvananthapuram, all District Offices of the K.P.S.C., all District Collectorates, all Taluk Offices, all District Information Offices and all Centres of the Departmental Tests. The time-table will not be issued to the candidates individually. The candidates will sign against his/her name in the list of candidates at the time of the examination, failure on which will result in the invalidation of his/her answer scripts.
2. Candidates will not be admitted to the examination unless they present to the Chief Superintendents with their Admission Tickets (with their recent passport size photograph affixed on the space provided) and duly identified by the Head of the Office or Institution where they are working. The candidates are advised to arrive at the examination centre half an hour before the commencement of the examination to facilitate verification of the admission tickets and identification certificates by the Chief Superintendent concerned. They should bring the admission tickets with them on each day of the examination. ( Admission ticket is a valuable document and is to be preserved by the candidates for production before this office for the issue of pass certificate of Departmental Tests).
3. The Admission Ticket Number, name of examination and subject only should be entered on the facing sheet of the answer books in spaces provided for the purpose. Candidates are prohibited from writing their name, Admission Ticket Numbers or anything else intended to give a clue to their identity on any other part of the answer book. The answer books of candidates who fail to write their Admission Ticket Numbers or who do not write their Admission Tickets Numbers distinctly and correctly or who write the Admission Ticket Number on any part of the books, Additional sheet etc., other than the facing sheet where space is provided for the purpose are liable to be invalidated. It is the responsibility of the candidates to see by referring to the heading of the question paper that they get the question paper meant for the test for which they have applied.
4. The answer scripts written in any ink other than black, blue or blue black will be invalidated.
5. Candidates are prohibited from communication with copying from each other and from communicating with any person outside the examination hall.
6. Candidates are prohibited from using Mobile phone, Calculators or any other electronic devices in the examination hall.
7. No candidate will be admitted to the examination who arrives more than half an hour after the commencement of the examination in the case of papers of two hours or more or duration of 15 minutes in the case of all other papers. No candidates will be allowed to quit the hall before the expiry of at least half an hour from the commencement of the examination and only after he has handed over his answer book to the Chief /Assistant Superintendent.
8. The signature of the candidate on the Ist page of the applications is mandatory and application of those who fail to sign there will be rejected on non-appealable grounds.
9. The non surrender of the answer script to the invigilator, or leaving the Hall before the closing time without his/her permission will entail disciplinary action against the candidates concerned which may result in debarment for further appearance for any test conducted by the Kerala Public Service Commission.

Warning:- Any candidate resorting to malpractice in the examination hall will be sent out of the hall forthwith and his conduct will be reported by the Chief Superintendent to the Public Service Commission in such cases, the Commission may invalidate the answer scripts of the candidates and debar them from appearing for the tests and in the case of candidates in service the matter may also be reported to the Heads of Department and the Director of Vigilance Department for further action.

Note:-This admission ticket should be kept for being produced at the time of issue of Certificates.

**On I.G.S**

KERALA PUBLIC SERVICE COMMISSION

To

.....  
 .....  
 .....

Candidates's name and address  
 (to be filled up by the candidate)

## KERALA PUBLIC SERVICE COMMISSION

## NOTIFICATION

No. DE III (3) 2023/11/EW.

3rd June 2011.

**DEPARTMENTAL EXAMINATION FOR FIRST GRADE SURVEYOR'S AND  
HEAD SURVEYOR'S TEST APRIL 2011**

1. Applications are invited for the Departmental Test for the I Grade Surveyor's and Head Surveyor's introduced in G.O (MS) 521/66/RD dated 22-9-1966 as amended by G.O. (Rt.) 632/81/RD dated 10-6-1981.
2. The Examination will be conducted at four centres viz., Thiruvananthapuram, Kottayam, Thrissur and Kozhikode according to the syllabus mentioned to Annexure I. The Practical Test under Part A of the First Grade Surveyor's Test will normally be conducted at 6 centres viz., Thiruvananthapuram, Kottayam, Thrissur, Palakkad, Kozhikode and Kannur. If sufficient number of candidates for Practical Test are not available at a Centre, candidates who have selected that exam centre will be called for the test at any other centre.
3. The exact date and place of the Examination will be notified in due course.
4. The test consist of two parts with four papers as shown below:

**Part A**

First Grade Surveyor's Test – 3 Papers-Two Written Tests and One Practical Test.

**Part B**

Head Surveyor's Test-One paper (Written Test).

5. Candidates should get a separate minimum of 40% of the marks in each paper to secure a pass.
6. (a) The fee prescribed for the test is ₹ 50 (Rupees Fifty) per paper vide G. O. (P) No. 5/2009/P&ARD dated 11-6-2009.
- (b) The prescribed fee must be paid into a Government Treasury under the Head of Account "0051 – PSC 105 State PSC 99 Examination Fee" and the chalan in original should be attached to the application. Triplicate chalan receipts or interim receipts of certificates of remittance will not be accepted. In the case of candidates residing outside the state, crossed postal orders (payable to the Secretary, Public Service Commission, Pattom, Thiruvananthapuram-4) will also be accepted.
- (c) The fee paid by a candidate will not be refunded or adjusted towards a future examination on any account. Candidates are therefore advised to satisfy themselves, that the applications are in the form prescribed and particulars required are given correctly.
7. Where the test is prescribed as part of the Probation or training of an officer (whether recruited direct or by transfer) or for the purpose of making him eligible for increment or for conformation in any post for promotion to higher post or where it is prescribed as a qualification necessary for an officer to continue his post without penalty and where it has been newly imposed on persons already in the Service concerned, no fee will be levied. This concession will however, be limited to one chance for the test, irrespective of the number of papers or Parts of the test applied for and from the second chance onwards fee will be levied subject to the following provisions.
  - i. "For the above purpose the mere fact of having applied for a test will be taken to mean that the candidate has appeared for the test".

*N.B.*—Government have clarified in G. O. (Ms.) 166/76/PD dated 4-6-1976 that for purpose of the concessions allowed in the G. O. (Ms.) No. 336/68/P dated 6-11-1968. (As clarified in G. O. (Ms.) No. 29/75 PD dated 6-2-1975 and G. O. (Ms.) No. 26/76/PD dated 25-1-1976). Higher post means not only the immediate higher post, but any higher post coming in the line of promotion in the department concerned.

- ii. *Candidates should see that a Certificate from the Head of Department or Office to the effect that the entries in the application form are correct and where no fee is paid that the candidate is eligible for exemption from payment of fee is furnished in the application form.*
8. Applications should be made in the form prescribed as shown in Annexure II. The certificate at the foot of the form should be signed by the Head of the Office or Department in which the candidate is serving. Applications which are not in the prescribed form and which are defective in respect will summarily be rejected.



9. Application should be sent by post and should reach the Joint Secretary, (Departmental Test), Public Service Commission, Pattom Palace, Thiruvananthapuram-4 not later than 3-8-2011. In the case of candidate from Lakshadweep Island, the last date of receipt of applications will be up to 5 p.m. on 15-8-2011. Applications addressed to the Chairman or members of the Commission or to the Secretary by name will not be accepted. Every application should be sent in separate cover with the superscriptions: "Applications for first grade Surveyor's Test or Head Surveyor's Test April 2011". The name and address of the candidate should be stated at the bottom left hand corner of the cover.
10. Any candidate who does not behave properly towards the Chief Superintendents and Assistant Superintendents of the Examination or is found to have had recourse to malpractice of any kind will have his examination invalidated. He will also be liable to be debarred from appearing for any of the examination conducted by the Public Service Commission for such period as the Commission may decide. Besides the matter will be reported to the Head of the Department and Director, Vigilance Department for further action. The same penalty will be imposed on any candidate who attempts to canvass or to bring influence to bear on an examiner or member of the Commission or their staff in connection with the examination or on whose behalf such attempts is made by any other person.
11. The question papers which can be answered by reference to books in the examination hall have been indicated in the syllabus with the words "with book" within brackets. In such cases candidates will be permitted to bring only the Text Books prescribed for the respective papers. The use of the books containing notes or commentaries and guides, digests, summaries etc. will not be allowed in the examination hall.
12. Any communication with the Commission should be addressed only to the Joint Secretary, Departmental Test, Public Service Commission, Pattom Palace, Thiruvananthapuram-4 and should be accompanied by a self addressed stamped envelope if a reply is sought from the Commission in the matter.
13. **Applications with the following defects will be summarily rejected**
  - (a) Application not having any proof for remittance of prescribed fee.
  - (b) Photograph of the applicant not affixed on the Application/Admission Ticket.
  - (c) Photograph not clear/Stamp Size Photograph.
  - (d) Photograph not attested by Head of Office/Department.
  - (e) Designation seal not affixed on the Photograph.
  - (f) Name of the attesting authority not mentioned.
  - (g) Subject specifications in the application not clear.
  - (h) Designation and Official address of the applicant not specified.
  - (i) Office Seal of the attesting authority not affixed.
  - (j) Certificate Portion both in the Admission Ticket and in the Application not attested.
  - (k) Applicant claimed for free chance but not duly certified by the Head of Office concerned.
  - (l) Applicant not eligible for exemption from remitting exam fee, but applied for free chance.
  - (m) Applicants already availed free chance and apply for free chance again for a part of the test.
  - (n) Application with insufficient fee.
  - (o) Applications not signed by the candidate.
  - (p) Applications received after the last date fixed for the receipt of applications.
  - (q) Applications not in the prescribed form.
14. The time table for the examinations will also be posted on the official website of the Kerala Public Service Commission.

## ANNEXURE I

SYLLABUS FOR THE FIRST GRADE SURVEYOR'S/  
HEAD SURVEYOR'S TEST

## PART A

## FIRST GRADE SURVEYOR'S TEST

Papers	Time	Syllabus	Maximum Marks
(1)	(2)	(3)	(4)
Paper I	2 hours	Kerala Survey & Boundaries Act And Rules issued thereunder. (with books)- Kerala Survey Manual Volume I only.)	50
Paper II	4 hours	Executive Instruction issued for the Survey of Land in Kerala and the Maintenance of Land Records (only Chamber's, Tables and Boilou's, Travers', Tables allowed in the examination hall.) Portions covered by Kerala Survey Manual and subsequent instruction issued for the conduct of Survey and Maintenance of Land Records.	100
Paper III		Practical Test in Theodolite Survey Processes, Survey of obstructed lines, replacement of missing stones in the several systems of Survey, Azimuth, Observations, Triangulation of Distance etc.	50

## PART B

## HEAD SURVEYOR'S TEST

Time: 3 hours.

*Maximum Marks: 100***Written Test on Boundary Dispute and Allied Matters (with books: Kerala Survey Manual)***Note:—*The candidates are allowed to appear for Part B only after passing papers I, II & III under Part A.

## ANNEXURE II

## KERALA PUBLIC SERVICE COMMISSION

## APPLICATION FOR ADMISSION TO DEPARTMENTAL TEST

## (SPECIAL TEST)

## (FIRST GRADE SURVEYOR'S/HEAD SURVEYOR'S TEST– APRIL 2011)

Here affix a recent  
passport size  
photograph of the  
candidate attested by  
Head of Office/Dept.  
Name, Designation  
and Signature of  
Head of Office/Dept.  
with office seal.

1. Centre at which the candidate desires to be Examined. :
2. Centre chosen for Practical Test :
3. Name of the candidate (In Block Letters) :
4. Address to which communications are to be sent :
5. Male or Female :
6. Date of Birth and Age :
7. Name and Designation of the Post now held and the Office in which the candidate is employed :
8. Name of the Test/Paper for which the candidate desires to be examined :
9. Name of the Test already passed by the candidate showing the full details thereof :
10. Amount of fee remitted and the manner of remittance : ₹. .... Chalan No. .... / .....
11. If exempted from payment of fee how exempted (Details to be given) :
12. Whether you have already availed of Free chance for the test :
13. Signature of the candidate :
14. Place :
15. Date :

*Note:*—The fee is ₹ 50 per Paper Vide para 7 of the notification.

## DECLARATION

I declare that the particulars furnished above are correct.

Place:

Date:

*Signature of the candidate.*

CERTIFICATE

1. Certified that the applicant is eligible to appear for this test mentioned in column 8 and the particulars furnished in this application are correct.
2. Certified (where no fee is paid) that the candidate is eligible for exemption from payment of fee as per G. O. (MS.) No. 336/PD/Public Services Department dated 6-11-1968 as modified by G. O. (MS.) No. 26/76/PD dated 25-1-1976 that this is the first free chance applied for by the candidate.
3. Certified that necessary entries have been made in the Service Book of the candidate as required in G. O. (MS.) 367/69/PD dated 15-12-1969.

Station:

Date :

Signature, Name,  
Designation & Address of the  
Head of the Department /Office.  
(Who is competent to sign the certificate)

(Office Seal)

## KERALA PUBLIC SERVICE COMMISSION

DEPARTMENTAL TEST (SPECIAL TEST FOR FIRST GRADE SURVEYOR'S/HEAD SURVEYORS TEST APRIL 2011)

## ADMISSION TICKET

Admission Ticket  
Number

Here affix a recent  
passport size  
photograph of the  
candidate attested by  
Head of Office/Dept.  
Name, Designation  
and Signature of  
Head of Office/Dept.  
with Office seal.

Name of Centre.....

(To be filled up by the office)

1. Name of the candidate :
2. Address to which communications are to be sent :
3. Name of Test/Paper (To be filled up by the Candidate) :  
(same as entered in Col. 8 of the application)

*Signature of the Candidate.*

The candidate whose photograph and signature given above are identified by me.

Station:

Date:

Signature, Name & Designation  
of the Head of Office/ Dept.*(See instruction overleaf).*

(Office Seal)

**For Office use only**

Date of issue.....

Issuing Assistant.....

Secretary,  
Kerala Public Service Commission.

(Office Seal)

*N.B.:*—(i) The candidate should write his/her name and postal address in the space provided for the purpose overleaf (same as entered in Col. 4 of the application).

(ii) Recent Passport Size Photograph of the candidate is to be affixed in the space provided on the top of the Admission Ticket and should be attested by the Head of Office/Department.

(iii) Head of Office means the Drawing and Disbursing Officer or his/her Superior Officer.

### INSTRUCTIONS TO CANDIDATES

1. The examination will be held in accordance with the time-table, which will be published in Part IB of the Kerala Gazette. [The time-table will also be available for reference in the Office of the K.P.S.C., Thiruvananthapuram, all District Offices of the K.P.S.C. The time-table will not be issued to the candidates individually. The time-table will be posted on the official Website of Kerala Public Service Commission (www.keralapsc.org).] *The candidates will sign against his/her name in the list of candidates at the time of the examination, failure on which will result in the invalidation of his/her answer scripts.*
2. *Candidates will not be admitted to the examination unless they present to the Chief Superintendents with their Admission Tickets (with their recent passport size photograph affixed on the space provided) and duly identified by the Head of the Office or Department where they are working.* The candidates are advised to arrive at the examination centre half an hour before the commencement of the examination to facilitate verification of the admission tickets and identification certificates by the Chief Superintendent concerned. They should bring the admission tickets with them on each day of the examination. (Admission ticket is a valuable document and is to be preserved by the candidates for production before this office for the issue of pass certificate of Departmental Tests).
3. *The Admission Ticket Number, name of examination and subject only should be entered on the facing sheet of the answer books in spaces provided for the purpose. Candidates are prohibited from writing their name, Admission Ticket Numbers or anything else intended to give a clue to their identity on any other part of the answer book. The answer books of candidates who fail to write their Admission Ticket Numbers or who do not write their Admission Tickets Numbers distinctly and correctly or who write the Admission Ticket Number on any part of the books, Additional sheet etc., other than the facing sheet where space is provided for the purpose are liable to be invalidated. It is the responsibility of the candidates to see by referring to the heading of the question paper that they get the question paper meant for the test for which they have applied.*
4. The answer scripts written in any ink other than black, blue or blue black will be invalidated.
5. Candidates are prohibited from communication with copying from each other and from communicating with any person outside the examination hall.
6. Candidates are not permitted to use Calculators, Mobile Phones and other Electronic gadgets inside the Examination Hall.
7. No candidate will be admitted to the examination who arrives more than half an hour after the commencement of the examination in the case of papers of two hours or more or duration of 15 minutes in the case of all other papers. No candidates will be allowed to quit the hall before the expiry of at least half an hour from the commencement of the examination and only after he has handed over his answer book to the Chief/Assistant Superintendent.
8. The signature of the candidate on the 1st page of the applications is mandatory and application of those who fail to sign there will be rejected on non appealable grounds.
9. The non surrender of the answer script to the invigilator, or leaving the Hall before the closing time without his/her permission will entail disciplinary action against the candidates concerned which may result in debarment for further appearance for any test conducted by the Kerala Public Service Commission.

**Warning:**—Any candidate resorting to malpractice in the examination hall will be sent out of the hall forthwith and his conduct will be reported by the Chief Superintendent to the Public Service Commission in such cases, the Commission may invalidate the answer scripts of the candidates and debar them from appearing for the tests and in the case of candidates in answer scripts the matter may also be reported to the Heads of Department and the Director of Vigilance Department for further action.

**Note:**—This admission ticket should be kept for being produced at the time of issue of Certificates.

**On I. G. S.**

**KERALA PUBLIC SERVICE COMMISSION**

To

.....  
 .....  
 .....

Candidates name and address (to be filled up by the candidate)